

The screenshot displays the Gradebook application interface. At the top, there are navigation tabs: Class Roster, Attendance, Gradebook, Progress Report, ERC Grade Entry, and Other. The 'Gradebook' tab is selected. Below the navigation, there are buttons for 'Dropped Students', 'Export', and 'Hide Stats'. A table shows student data with columns for Student ID, Name, C.M.P.A., Tardy, Absent, Present, Participation, Preparation, M.P. Avg., M.P. Grade (MP 4), and MP 4 Comment. A callout box points to the 'Hide Stats' button with the text: 'Ability to Hide Stats or Show Stats'. Another callout box points to the 'Dropped Students' button with the text: 'Toggle between current and dropped students'. Below the student table, there is a section for 'Add Category' and 'Add Assignment'. A callout box points to the 'Add Assignment' button with the text: 'Users can choose to include exams and assessments.' Another callout box points to a color block in the assignment list with the text: 'Color Block - Allows colors to be associated to categories and assignments'. At the bottom, there is a section for 'Other Measure(s)' with a table for 'Measure', 'Weight (%)', and 'Include'.

Copy Assignments – Provides users the ability to copy assignments from one MP or class to another.

Generate Reports – Provides customized Teacher reports by class.

Gradebook Template – Provides users the ability to create customized Gradebook report templates

Performance Template – Provides users the ability to create customized Performance report templates

Attachments – Provides users the ability to upload attachments.

Save as Subject Template – See pages 2 and 3 for more information

Save as Course Template – See pages 2 and 3 for more information

Comment – Allow comments to be entered for Assignments

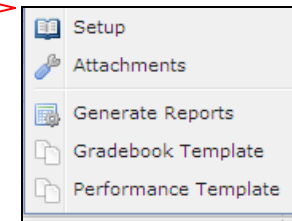
ESP – When selected will post information to the Parent Portal

Accessing Gradebook

Select Class > Click on the Gradebook tab

Gradebook Setup

1. Click on the Gradebook dropdown
2. Select **Setup**



3. Select the **Marking Period** from the drop down.
4. To **Add a Category** select the **Add Category** tab. Click on the **Remove Category** tab as needed.

- Click on each relevant field to add information.

5. To **Add an Assignment** click on the + symbol to expand the category view and select the **Add Assignment** tab. Select the checkbox and click on the **Remove Assignment** tab as needed.

- Click on each relevant field to add information.

6. To save the Gradebook setup click on **Save**.

Gradebook Entry

1. **Select the Marking Period.**

2. To **Add Grades** click on the relevant assignment column.

- The Marking Period grade entered will be copied to the Grade Entry window. For more information on the Grade Entry window please refer to the **Grade Entry Quick Reference Sheet**.

Category	Weight (%)	Drop Lowest	Drop Highest	Grading Method	Color
Tests	20	0	0	Averaging	
Quizzes	20	0	0	Averaging	
Homework	10	0	0	Averaging	
Participation	20	0	0	Averaging	
Essays	30	0	0	Averaging	

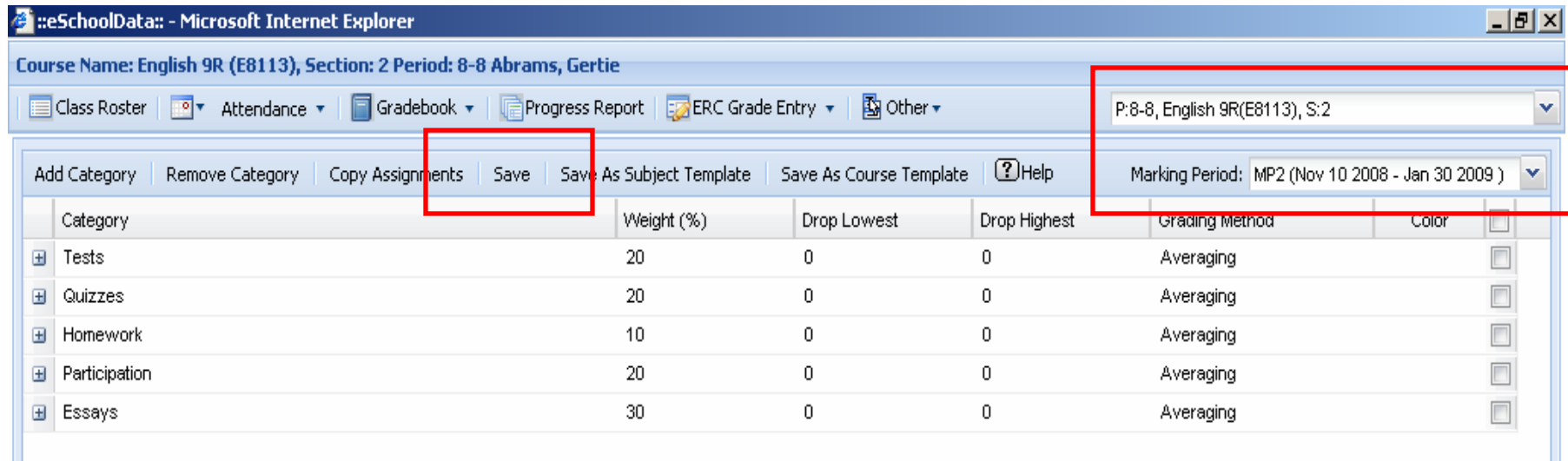
How Save as Course and Save as Subject Template Work:

Save as Course Template allows users to save a Gradebook Setup from a specific Marking Period (both categories and assignments) to all sections of a course (must be the same course number) they teach.

For example, Teacher A teaches 3 sections of English 9R CRS #E8113. Teacher A adds and saves categories and assignments to Section 1 of English 9R in MP 1. Teacher A then saves this Gradebook Setup as a Course Template in Section 1 of English 9R in MP 1. When Teacher A saves their Gradebook Setup as a Course Template, the Gradebook Setup will be copied to MP 1 in all 3 sections of English 9R taught by Teacher A.

Save as Subject Template allows users to save a Gradebook Setup from a specific Marking Period (both categories and assignments) to all sections of all courses in the same subject.

For example, Teacher B teaches 1 section of Trigonometry, 1 section of Calculus and 1 section of College Math. All of these courses have been assigned to the Mathematics Subject in eSD NexGen. Teacher B adds and saves categories and assignments to section 1 of Trigonometry. Teacher B then saves this Gradebook Setup as a Subject Template. When Teacher B saves their Gradebook Setup in section 1 of Trigonometry in MP 1 as a Subject Template, the Gradebook Setup will be copied to MP 1 in all sections of courses in the Mathematics subject i.e. Calculus and College Math.



Category	Weight (%)	Drop Lowest	Drop Highest	Grading Method	Color
Tests	20	0	0	Averaging	
Quizzes	20	0	0	Averaging	
Homework	10	0	0	Averaging	
Participation	20	0	0	Averaging	
Essays	30	0	0	Averaging	

Steps for Using Save as Course Template and Save as Subject Template

- 1.) In Gradebook Setup, select the course and marking period to set as the Course or Subject Template using the drop-down menus in the upper right-hand corner of the screen.
- 2.) Add the desired categories and assignments to the selected Gradebook Setup. **Click SAVE.**
- 3.) Click Save as Course Template or Save as Subject Template accordingly. Wait for the template to finish saving.
- 4.) Go to a course and marking period that the Course or Subject Template was copied to.
- 5.) Verify that you wish to use that template as the Gradebook Setup for the course and marking period you selected. Make any necessary changes to the categories and assignments that were copied. **Click SAVE.**
- 6.) **Repeat Steps 4 and 5 for each course and marking period included in the Course or Subject Template.**

*** **NOTE:** Gradebook Setups (categories and assignments) saved as Course or Subject Templates will not appear in the Gradebook until they are saved on the Gradebook Setup screen. ***

Copy Assignments [?]

Source

Course Name: English 9R (E8113), Section: 2 Period: 8-8
Abrams, Gertie
MP 4 (Apr 9 2009 - Aug 28 2009)

Participation

Class Participation

Tests

Short Answer Test

Genre Projects

Genre Portfolio

Reading Logs

Reading Log Entry 1

Target

(E1113), English 9R, Sec. 8, Per. 8-8
MP 4 (Apr 9 2009 - Aug 28 2009)

No Results

Compare
Append

Save Close

Using Copy Assignments:

Copy Assignments allows users to copy assignments from one MP or class to another.

1.) In Gradebook Setup, select the course and marking period you wish to copy assignments from. Click **Copy Assignments** at the top of the Gradebook Setup screen.

2.) On the Copy Assignments screen, the **Source** Gradebook Setup will appear on the left-hand side of the screen. On the right-hand side of the screen, select the **Target** class and marking period.

Click **Compare** to see the differences between the two Gradebook Setups. To copy specific assignments, click the assignments you wish to copy.

3.) Click **Append**. The assignments outlined in red will be copied to the Target class.

4.) When finished copying assignments. **Click SAVE**.

Gradebook Setup Copied Successfully.

Copy Assignments [?]

Source

Course Name: English 9R (E8113), Section: 2 Period: 8-8
Abrams, Gertie
MP 4 (Apr 9 2009 - Aug 28 2009)

Participation

Class Participation

Tests

Short Answer Test

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Reading Log Entry 1

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MP 4 (Apr 9 2009 - Aug 28 2009)

Participation

Class Participation

Reading Logs

Reading Log Entry 1

Genre Projects

Genre Portfolio

Tests

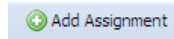
Short Answer Test

Compare
Append

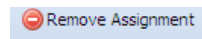
Save Close

Icons at a Glance

+ Expand Category or Assignment



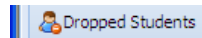
Add a new assignment



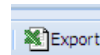
Remove an assignment



Enter/View an assignment description



Toggle to view Dropped Students



Export Gradebook to Excel



Calculate all Numeric grades



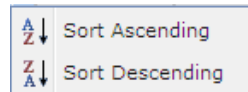
Calculate all Alpha grades



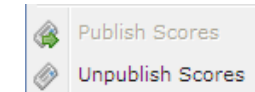
Teacher comments have been added



Hide Stats on Gradebook screen



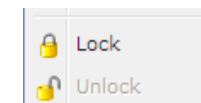
Sort ability



Publish / Unpublish scores to Portal



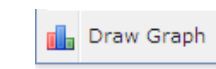
Erase All



Lock / Unlock capability



Choice of column display



Draw Graph



Add New Template or Attachment